



Public Libraries Retention Schedule (LIB)  
Indiana Commission on Public Records – County Records Management

DATE APPROVED BY THE OVERSIGHT COMMITTEE ON PUBLIC RECORDS:  September 22, 2010	NAME OF COUNTY ADOPTING RETENTION SCHEDULE:	DATE ADOPTED BY THE COUNTY COMMISSION OF PUBLIC RECORDS:
DIRECTOR/STATE ARCHIVIST, INDIANA COMMISSION ON PUBLIC RECORDS  SIGNATURE	PRINTED NAME: Jim Corridan	
CHAIRPERSON OF THE COUNTY COMMISSION OF PUBLIC RECORDS:  SIGNATURE	PRINTED NAME:	
SECRETARY OF THE COUNTY COMMISSION OF PUBLIC RECORDS:  SIGNATURE	PRINTED NAME:	
<p><b>THIS SCHEDULE MAY BE USED ONLY AFTER ADOPTION BY THE COUNTY COMMISSION OF PUBLIC RECORDS.</b></p> <p><b>Instructions:</b></p> <p>1. Records listed on this schedule may be destroyed upon completion of a Notice of Destruction, State Form 44905 and distribution of copies of the form to the Clerk of the Circuit Court of the County and to the INDIANA COMMISSION ON PUBLIC RECORDS, 402 West Washington Street W472, Indianapolis, IN 46204.</p> <p>2. <b>Officials should first reference this office-specific retention schedule.</b> If the form/record series you're looking for is not listed, refer to the general retention schedule (GEN)</p> <p>3. All records <b>not listed</b> on these approved schedules can be destroyed or transferred only by completing a Request for Permission to Destroy or Transfer Certain Public Records (PR-1), State Form 30505, and by obtaining approval of the COUNTY COMMISSION OF PUBLIC RECORDS and the INDIANA COMMISSION ON PUBLIC RECORDS.</p> <p><b>GUIDELINES:</b></p> <p>Permanent records may be maintained either in the original format or on microfilm that meets standards outlined in 60 IAC 2 or Administrative Rule 6 (Court Records).</p> <p>Microfilmed records may be deposited or transferred according to the retention period outlined for that record.</p> <p>Security/original rolls of microfilm to be stored offsite in secure location. Duplicate rolls for office use.</p> <p>Electronic records and computer printouts that include data from more than one (1) form must be retained for the longest retention period for all included forms.</p> <p>Any STATE BOARD OF ACCOUNTS forms approved for use in lieu of prescribed forms are subject to the same retention requirements.</p>		

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RECORD SERIES	TITLE/DESCRIPTION	RETENTION PERIOD
LIB 10-1	ANNUAL PUBLIC LIBRARY REPORT	DESTROY after ten (10) calendar years and after receipt of STATE BOARD of ACCOUNTS Audit Report and satisfaction of unsettled charges.
LIB 10-2	LEDGERS  14.1 Library Form: Form 1, 1A, 1B, and 1C (R 1982): Library Financial and Appropriation Ledger  14.2 General Form: Form 369 (1996) General Fixed Asset Account Group Ledger (2003) Capital Assets Ledger	PERMANENT. MICROFILM according to 60 IAC 2 STANDARDS. Original may be retained in office, transferred to the County Archives or destroyed upon receipt of written approval from the INDIANA COMMISSION ON PUBLIC RECORDS.
LIB 10-3	PATRON LIBRARY CARD, RECIPROCAL BORROWING CARD APPLICATION	DESTROY three (3) years after patron account becomes inactive.
LIB 10-4	PUBLIC LIBRARY ACCESS CARD (PLAC) & NON-RESIDENT CARD APPLICATION	DESTROY after three (3) calendar years and after receipt of STATE BOARD of ACCOUNTS Audit Report and satisfaction of unsettled charges.
LIB 10-5	NO-FEE INTERLIBRARY LOAN FILES  Applies to interlibrary loans for which a patron or library is not charged and does not collect a fee  [CONFIDENTIAL: IC 5-14-3-4(a)(16)(A)]	DESTROY 30 days after return of materials.
LIB 10-6	FEE-BASED INTERLIBRARY LOAN FILES  Applies to interlibrary loans for which a patron or library is charged or collects a fee  [CONFIDENTIAL: IC 5-14-3-4(a)(16)(A)]	DESTROY after three (3) calendar years and after receipt of STATE BOARD of ACCOUNTS Audit Report and satisfaction of unsettled charges.
LIB 10-7	PROGRAM REGISTRATION INFORMATION	DESTROY each April for previous calendar year.
LIB 10-8	COMPUTER USE SIGN UP SHEETS & LOGS  Patron agreement to utilize public access computers provided by a library  [CONFIDENTIAL: IC 5-14-3-4(a)(16)(A)]	DESTROY 90 days after date of use.
LIB 10-9	PHOTOGRAPHS & VIDEOS  Photographic and video holdings of library	The collections of a library shall REMAIN part of the library, subject to the procedures used by the library to weed its collection.

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